

Chapter Five

FULL-TIME/SUMMER STATE WORK STUDY

PURPOSE

The primary purpose of full-time/summer SWS employment is to provide the student, who is not enrolled or enrolled less than half-time during the term, with an opportunity to save money for the upcoming period of enrollment.

ELIGIBILITY

An eligible student may work as much as full-time during any one term (fall, winter, spring, or summer) during which the student is on official break from regular class enrollment, and the student assumes half-time or more enrollment the following term.

To be eligible the student must:

1. Demonstrate sufficient need for the coming academic year as anticipated in the calculated contribution from SWS savings requirement;
2. Indicate an intention to enroll at the institution the following term. An official eligibility document with an analysis for the following year on file is acceptable documentation as is the student's written statement; and
3. Meet other student eligibility criteria found in "Eligibility."

A student who is enrolled, as defined by the institution, half-time or more during the full-time SWS official break, usually summer term, is determined to be in "student status" and is limited to working no more than an average of 19 hours per week.

Enrollment Status

An individual is not considered to be in "student status" (and thereby eligible for this option) if they enroll less than half-time during this period, and pay for related educational expenses with personal resources (as opposed to any form of student financial aid).

The SWS program is designed primarily as a part-time employment program. If a student enrolls half-time or more

during a portion of the summer term (i.e., mini-session), the student is in student status during this mini-session and is limited to working no more than an average of 19 hours during this period. When the student has completed the period of enrollment and is on official break between terms, the student is no longer considered to be in "student status" and may work 40 hours per week. The institution should place documentation in the student's file noting the length of the enrollment period during summer term or be prepared to reconstruct the circumstances for program review purposes.

If a student is enrolled in a series of mini-sessions over the summer and in total shows enrollment for the term of more than half-time credits, the SWS eligible student is limited to working an average of 19 hours per week unless the institution is willing to provide detailed documentation in the student's file certifying that the student is at no time enrolled for half-time or more.

All other eligibility criteria specified in [WAC 250-40-040](#) and restrictions on student placement and compensation specified these guidelines apply to student full-time/summer SWS program eligibility.

**CONTRIBUTION
FROM FULL-TIME
SUMMER SWS**

40 percent of a student's full-time/summer SWS gross or net earnings must be applied as a resource toward the upcoming academic year educational costs. The 40 percent savings can contribute to the student's share of the expected family contribution determined through Federal Methodology. If this option is employed, the file should be clearly documented. The 40 percent savings expectation cannot be replaced with an unsubsidized loan or waived in calculating PLUS loan eligibility.

**TRANSFER
STUDENTS**

In cases of eligible students using the full-time summer option and then transferring to another eligible institution, the "sending" institution can document the students' intent to enroll by collecting proof of admittance along with proof of financial need and award mention earlier in this chapter. The "sending" institution is responsible to notify the "receiving" institution of the student's status as a recipient of full-time SWS and to notify them of the student earnings. The "receiving" institution is responsible for reflecting the resource in the student's calculated need.

**OUT-OF-STATE
EMPLOYMENT**

Should a career or academically related position be available, full-time summer SWS students may be employed out-of-state. Prior to job placement, the out-of-state employer must submit an employer contract to the HECB for approval and complete a detailed job description form for each position.

**FICA
EXEMPTION**

The IRS provides for a specific "student worker" exemption to paying FICA. The provision applies to students only if they are enrolled and regularly attending class at the institution where the work is done. Institutions are charged with developing the definitions used to apply the exemption.

SWS Students employed off-campus must have FICA deducted from their pay checks.

**STATE
RETIREMENT
SYSTEM**

SWS students who are employed at the same public institution they attend can be exempt from membership in the State Retirement System. Otherwise SWS students must participate in the system.